DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:
NASLEMINST 11300.1G CH-2
50300

24 AUG 1993

NAS LEMOORE INSTRUCTION 11300.1G CHANGE TRANSMITTAL 2

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ENERGY CONSERVATION PROGRAM

1. Purpose. To issue pen and ink changes to this instruction.

2. Action. Make the following changes to enclosure (2) under members:

a. Change COMLATWINGPAC to COMSTRKFIGHTWINGPAC

b. Change FASOTRAGUPAC to FASOTRAGRUPAC

c. Change CIVILIAN PERSONNEL to HUMAN RESOURCES OFFICE

d. Change RECREATION SERVICES to MORALE, WELFARE AND RECREATION

e. Delete VA-122

f. Add VFA-151, VFA-137 and VAQ-34

g. Change VA to VFA

h. Change COMMISSARY to DECA

i. Change COMMUNICATIONS to NTCC

A. R. GORTHY

Distribution: (NASLEMINST 5215.2T)
Lists B & E

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:
NASLEMINST 11300.1G CH-1
50320
05 OCT 1990

NAS LEMOORE INSTRUCTION 11300.1G CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ENERGY CONSERVATION PROGRAM

1. Purpose. To issue pen and ink changes to this instruction.

2. Action. Make the following changes to this instruction:

a. Enclosure (2): add, GROUND ELECTRONICS between FIRE DEPT. and SFWSP. Change VA-22 to read VFA-22.

b. Enclosure (3) page 2, paragraph 3.d.: change Public Works Trouble Call Desk (ext. 2338) to read Public Works Trouble Call Desk (ext. 4123).

c. Enclosure (3) page 3, paragraph 4.c.: change Public Works Department Trouble Desk (ext. 2338) to read Public Works Department Trouble Desk (ext. 4123).

d. Enclosure (3) page 3, paragraph 5.c.: change Public Works Trouble Desk (ext. 2338) to read Public Works Trouble Desk (ext. 4123).

e. Enclosure (3) page 3, paragraph 5.d.: change Public Works Emergency Service Desk (ext. 2338) to read Public Works Emergency Service Desk (ext. 4123).

f. Enclosure (5) page 2, paragraph 2: change Public Works Trouble Desk (ext. 2338) to read Public Works Trouble Desk (ext. 4123).

J. E. HART

Distribution: (NASLEMINST 5215.2R)
Lists B & E

DEPARTMENT OF THE NAVY
NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO

NASLEMINST 11300.1G
18304
07 SEP 1989

NAS LEMOORE INSTRUCTION 11300.1G

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ENERGY CONSERVATION PROGRAM

Ref: (a) Executive Order 12003 of 20 July 1977
(b) OPNAVINST 4100.5C
(c) The Building Energy Monitor, August 1982

Encl: (1) Energy Conservation (ECON) Board Member Assignment Package
(2) Energy Conservation (ECON) Board Member Sponsors
(3) Energy Conservation Guidance
(4) Building Energy Monitor Checklist
(5) Energy Monitor Assignment Package
(6) Federal Energy Conservation Standards

1. Purpose. To establish an aggressive and effective energy conservation program involving all NAS Lemoore departments and all tenant activities. Reference (a) established a goal of 20% reduction in energy used per square foot of facility area (MBTU/KSF) by FY-85. NAS Lemoore achieved a 34.85% reduction of MBTU/KSF consumed during FY-85. The current navy wide goal is an additional 12% reduction in MBTU/KSF by FY-95 with FY-85 MBTU/KSF as the baseline. NAS Lemoore's goal is to achieve an 18% reduction by FY-95.

2. Cancellation. NASLEMINST 11300.1F

3. Background. NAS Lemoore has had an effective program in the past and it has served its purpose. Adequate energy consumption reductions have been made by tackling the most obvious wasteful energy practices. That completed, it is now time to proceed further in energy conservation. The program outlined in this instruction will rely on a two path method of accomplishment. The first path is an increase in personnel awareness and action. This is to be accomplished via the Energy Conservation (ECON) Board, see enclosure (1). The second path is through facility improvements to be accomplished by the Public Works Department via work requests, beneficial suggestions, special projects and MILCON projects. As directed by references (b) and (c), the purpose of our efforts is to identify potential improvements, provide the improvements and finally to utilize them.

4. Scope. This instruction applies to all departments of the Naval Air Station Lemoore and to all tenant commands. Tenant commands shall participate in the station-wide program and accommodate specialty situations related to their particular command.

5. Implementation. Due to the size of the Station, the frequently rotating nature of many major users, and the complexities of the energy/utilities usage system, a centrally controlled but broadly representative program must

be utilized to achieve maximum conservation results. Two prime movers to a successful program are the ECON Board and a priority work request channel in Public Works. A program as intangible as energy conservation must have quick and visible results or people will lose interest. The program must be important to all levels of command with each department or tenant activity actively seeking out improvements and accepting the responsibility when they are not in compliance with the guidelines of the program. See enclosures (2) and (3). The following specific program elements are established.

a. Energy Conservation Officer. The Public Works Officer or his designee is appointed as the Energy Conservation Officer. He is responsible to the Commanding Officer for the development, coordination, and implementation of the Station Energy Conservation Program. He is also responsible for random inspections of facilities of the various commands or activities. He will use the form in enclosure (4) to help enforce the program.

b. ECON Board. The Commanding Officer, the head of each NAS Lemoore department, and the officer in charge (OIC) of each tenant activity or their designee is an ECON Board member with responsibilities set forth in enclosure (1). The ECON Board shall meet quarterly with the option of meeting monthly, if necessary. The frequency of meeting is determined by a vote of ECON Board members with results approved by the Commanding Officer. The meetings will be held in the BOQ Training Room, Bldg 800, and will include personnel from both the Administrative and Operations areas of the Station. The ECON Board is chaired by the Energy Conservation Officer and is responsible to the NAS Lemoore Commanding Officer. Enclosure (2), ECON Board membership may only be changed upon recommendation of the Energy Conservation Officer and approval of the Commanding Officer.

c. Energy Monitor. The head of each NAS Lemoore department and CO/OIC of each tenant activity shall appoint as many energy monitors as necessary to have one monitor per work space per work shift. The energy monitor shall meet the requirements set forth in enclosure (5). Energy monitor duties shall be certain incentives such as extra liberty or whatever is deemed reasonable by the responsible officer. Incentives shall be based on excellence of performance of duty as energy monitor.

d. Public Works Department. The Facilities Management Engineering Division (FMED) of the Public Works Department shall establish a priority handling system for Emergency/Service (E/S) chits and work requests submitted for energy conservation related work. FMED is to be notified if it is an energy conservation job, and if accepted, it will then be handled via the priority system. If the project is not accepted, the initiator must be notified and provided a reason for denial by the Facilities Management Engineering Division within a 10-day period so it can be appropriately logged by the initiator.

e. Supply Department. The Supply Department shall convert their purchases and stock to the energy-saving type material whenever applicable. An example of such items are energy-saving fluorescent light bulbs, low flow

shower heads, energy efficient electric motors, etc.

6. Action. Commanding Officers, officers in charge and department heads shall take action as required herein and in enclosure (6) with responsibilities as shown in enclosures (2) and (3). The last page of enclosures (1) and (5) show the interaction between the ECON Board and the Public Works Department.

David M. Gist
DAVID M. GIST

Distribution: (NASLEMINST 5215.2Q)
Lists B & E

NASLEMINST 11300.1G
07 SEP 1989

ENERGY CONSERVATION (ECON) BOARD MEMBER ASSIGNMENT PACKAGE

MEMORANDUM

From:
To:

Subj: ENERGY CONSERVATION (ECON) BOARD

1. You have been selected to be the ECON Board member representing _____ (activity name) _____. Below is listed the energy monitors' name/names selected for this (activity, unit, squadron, etc.).

NAME	WORK SPACE

2. An ECON Board is set up to emphasize the potential energy conservation benefits available through personal awareness and participation. An effective ECON Board is a no or low cost, very quick, payback investment. It is a method of getting people out in the field looking for ways to conserve energy. Your specific duties are spelled out in the enclosed memorandum.

Encl (1)

NASLEMINST 11300.1G
07 SEP 1989
MEMORANDUM

From: Energy Conservation Officer
To: All ECON Board Members

Subj: ECON BOARD MEMBER GUIDANCE

1. An Energy Conservation (ECON) Board Member is assigned to the position by the commanding officer or officer in charge of an activity; has at least nine months left at NAS Lemoore, and is senior to that organization's energy monitors.

2. The ECON Board Member is responsible for:

a. Assuring the energy monitors are performing.

b. Being the point of contact for energy monitors and other ECON Board members concerning energy usage at the activity.

c. Accumulating data from the energy monitors to justify and write work requests.

d. Passing ideas from the energy monitors to the ECON Board and vice versa. A list of work requests submitted to the Public Works Facilities Management Engineering Division will be presented at each ECON Board meeting.

e. Personally attending all ECON Board meetings and contributing written suggestions for improvement, making progress reports, or presenting work requests.

f. Maintaining a status log book for all energy conservation work requests submitted.

g. Periodic review and familiarization with the NAS Lemoore Energy Conservation Instruction NASLEMINST 11300.1G.

PUBLIC WORKS
TROUBLE DESK
X2338
FACILITIES
MAINTENANCE
ENGINEERING
DIVISION
JOB <16 MANHOURS AND <$450 MATEP
WORK REQUESTS
ENERGY
MONITOR
ENERGY
MONITOR
ENERGY
MONITOR
ENERGY
MONITOR
ECON BOARD MEMBER
ECON BOARD MEMBER
ECON BOARD
NAS
LEMOORE
CO
IF>$1000

Encl (1)

ENERGY CONSERVATION (ECON) BOARD MEMBER SPONSORS

ECON BOARD MEMBERS

Chairman - Energy Conservation Officer

Members - ADMIN
AIMD
AIR OPS
CBU-406
CHAPLAIN
CIVILIAN PERSONNEL
COMLATWINGPAC
COMMISSARY
COMMUNICATIONS
DENTAL
FASOTRAGUPAC
FIRE DEPT.
SFWSP
NAESU
NAMTRAGRUDET
NAVAIRRESCEN
NAVDAF
NAVHOSP
NAVY EXCHANGE
PSD
PUBLIC WORKS
HOUSING (PUBLIC WORKS)
TRANSPORTATION (PUBLIC WORKS)
RECREATION SERVICES
SECURITY
SUPPLY
BEQ/BOQ (SUPPLY)
WEAPONS
SQUADRONS

VA-122	VA-27
VA-147	VA-22
VFA-146	VA-97
VFA-25	VA-94
VFA-113	VFA-125
	VFA-303

ENERGY CONSERVATION GUIDANCE

ENERGY/UTILITIES CONSERVATION MEASURES:

1. General. The physical condition of buildings and equipment shall be the subject of periodic inspections by the occupying personnel for the purpose of maintaining an energy/utilities conservation program. All discrepancies which may result in the waste of energy/utilities, such as broken windows, doors and windows that do not close, leaking faucets, electrical equipment that is running when not needed, etc., shall be reported immediately to the Public Works Emergency Service Desk (ext. 2338) so that repairs may be initiated.

2. Electrical. Adequate control of electrical circuits in all buildings will result in an estimated 10% reduction in electrical energy consumption when the following measures are implemented:

a. Turn off all lights not actually required during daylight and night-time hours.

b. Night lights shall be turned on only after regular lighting is secured as no need for these lights exists when the space is being illuminated with normal lighting.

c. Turn off all office lights when securing from work. A person in each room or area shall be assigned this responsibility as appropriate.

d. Janitorial forces shall illuminate only those spaces actually being serviced and secure the lighting when work is completed.

e. Exterior lights, where necessary, shall only be on during the hours from dusk to dawn. Exterior flood lights shall be secured when not required.

f. Recreation areas shall be illuminated only when actually in use.

g. The following areas shall be illuminated only during the indicated periods:

(1) BEQs - Turn on lights only when required for illumination.

(2) Mess Halls - Turn on lights only during meal service and clean up periods.

(3) Hangar Bay - The mercury vapor lights shall be turned on only when required for work and when the opening of the hangar doors during daylight hours is not possible. A trouble light should be used in lieu of the high bay lights whenever possible. This is especially true between 1400 and 1800 hours during the summer months. The electrical demand created by the high bay lights will substantially increase the Station's electric bill if used during those times. Do not turn mercury vapor lights off for short periods, since frequent on-off cycling reduces bulb life.

The security lights shall be on only during night time hours. Proper policing of the high bay lights will result in a substantial energy and dollar savings.

(4) Runway lights - Shall be secured during hours of darkness, except as required by aircraft operations. During operations, use minimum brilliance setting for safe flight operations.

(5) General Storage Area - Use lights only when stock is being handled in the particular area.

(6) Classrooms - Use lights only when classes are in session.

(7) Vehicle Parking Area Lights - Lights shall be turned on during dusk to dawn hours only.

h. When replacing light bulbs, use only low wattage bulbs in corridors and other areas of general illumination. Do not use bulbs with a larger wattage rating than that necessary for adequate illumination. Use fluorescent replacement fixtures where possible.

i. Fire exit lights are required to be on at all times.

j. Secure all electric motors and other devices using electricity when not required.

3. Heating. Continuous effort by all hands to eliminate usage/waste will result in an annual saving of thousands of dollars in fuel costs. Wearing of clothing commensurate with the climatic conditions will reduce heating requirements.

a. During the heating season, windows and doors shall be kept closed except as necessary to provide for proper ventilation. If an area becomes overheated, secure heat or adjust convector opening rather than opening windows.

b. Always watch for gaps in construction to be caulked or weather stripped.

c. Radiators and convectors shall be kept clear of furniture and other obstacles which might impede air circulation.

d. Buildings shall not be overheated. The temperatures for indicated types of occupancy shall be as directed by NAS Lemoore Notice, promulgated prior to the heating season. Thermostats and other heat controls will be set at the directed level by Public Works Department personnel, and occupants shall not change settings. In the event of individual needs for adjustment, a telephone request shall be made to the Public Works Department Trouble Call Desk (ext. 2338).

e. Any water leaks in the heating system shall be reported immediately.

4. Cooling

a. Cooling systems will be operated to cool spaces to directed minimum temperatures only. Minimum temperatures will be specified prior to each cooling season by NAS Lemoore Notice.

b. When the cooling system is in operation, close doors and windows.

c. Report any discrepancies in your cooling system to the Public Works Department Trouble Desk (ext. 2338)

5. Water

a. Irrigation of lawns, shrubs, and trees in all common areas will be accomplished in accordance with the Grounds Maintenance Contract specification. The Maintenance Service Contracts Division, Public Works Department, will monitor water usage by the grounds maintenance contractor to ensure that surface runoff is minimized.

b. Automatic self-closing type nozzles or buckets will be utilized for washing of aircraft and vehicles. Hoses shall not be permitted to run unattended.

c. Hand tighten all faucets, valves, and shower controls not in use. If valves then leak, or any toilets or urinals run constantly, they shall be reported to the Public Works Trouble Desk (ext. 2338). Flushometers shall be adjusted by Public Works personnel to the proper rate of flow.

d. Water leaks in pipes, sanitary facilities, hose bibs, fire hydrants, standpipes, lawn sprinklers, etc., shall be reported immediately to the Public Works Emergency Service Desk (ext. 2338).

6. Transportation Equipment Usage

a. Assignment of transportation vehicles on a Class "A" or Class "B" basis will be held to the absolute minimum consistent with mission requirements.

b. All departments/tenant commands shall closely monitor the utilization of assigned vehicles to ensure that such utilization is in strict compliance with the intent and meaning of the Energy Conservation Program.

c. The Public Works Transportation Division Director is responsible for overall coordination of the transportation usage reduction program and shall keep the Energy Conservation Officer informed regarding suspected violations of existing directives.

BUILDING ENERGY MONITOR CHECKLIST

Building No. _____ Date: _____ Time: _____

Command/Department: _____

1. Heating/Cooling Systems

   a. All doors and windows are closed when the heating/cooling system is operating. YES/NO

   b. The door is shut and the heating/cooling is secured to any unused and seldom used rooms. YES/NO

   c. Cooling/heating is being secured when the building is unoccupied. YES/NO

   d. Room/area temperature within guidelines: YES/NO
      Air Conditioning -
      Administrative spaces, family quarters, BEQ, BOQ - 76°F

      Heating -

      (1) Administrative Spaces - 70°F

      (2) Hangar/Warehouse/Shops - 55°F

      (3) Family Quarters/BEQ/BOQ -

      (a) 70°F during daytime

      (b) 55°F at night

2. Lighting

   a. Lighting is secured at any unoccupied spaces. YES/NO

   b. All lights are secured except security/night lights when the building is unoccupied. YES/NO

   c. All exterior night/security/parking lights are secured during daylight hours. YES/NO

   d. Lighting levels are within guidelines. YES/NO

3. During the summer, drapes or blinds are being closed on all windows that are hit by direct sunlight. YES/NO

4. All overheating motors, torn insulation, leaking faucets, compressed air lines, steam lines, etc., have been reported to the trouble desk, ext. 2338. YES/NO

5. All unused equipment is secured. YES/NO

6. Cracks around doors and windows have been sealed to prevent air leaks. YES/NO

7. Comments:

ENERGY MONITOR ASSIGNMENT PACKAGE

MEMORANDUM

From: (Department Head of an Activity)
To:

Subj: ENERGY MONITOR DESIGNATION

1. You have been selected as the Energy Monitor for (work space).
Your representative to the ECON Board is (ECON BOARD Member Name).
It is your responsibility to effect the best energy conservation program possible by working with your ECON Board representative and your shipmates. Your specific duties are spelled out in the enclosed memorandum.

NASLEMINST 11300.1G

07 SEP 1989

MEMORANDUM

From: Energy Conservation Officer
To: All Energy Monitors

Subj: ENERGY MONITOR GUIDANCE

Ref: (a) OPNAVINST 4100.5C

1. In an effort to establish an effective energy conservation program at NAS Lemoore and be consistent with the energy conservation program established by reference (a), an ECON Board has been established aboard NAS Lemoore. The ECON Board consists of members from each activity who meet periodically, once per quarter minimum, and discuss progress for energy conservation. They also provide a common ground for all activities in coordinating efforts to conserve energy. An ECON Board meeting will be the place for a member to present and receive ideas to take back and apply to his work space.

2. The Energy Monitor is the ECON Board Member's eyes and ears for each work space in an activity. There will be a monitor assigned to each work space. The monitor will be responsible for encouraging shipmates to practice methods of conserving energy throughout the work day. He will enforce the basics of conserving energy by assuring that lights are off when not used, doors are closed, hot water is not left running, equipment not being used is secured, coffee messes are secured in the afternoon, and most importantly, energy wasting discrepancies of the building are promptly reported to the Public Works Trouble Desk (ext. 2338) such as broken windows or doors, useless weather stripping, leaky faucets, flickering or burned out lights, etc. People in the work space shall use the Energy Monitor as their point of contact for ideas and suggestions. The Energy Monitor transmits ideas via work requests or beneficial suggestions to the ECON Board via his ECON Board member.

3. All Emergency/Service chits called into the Trouble Desk and all work requests submitted shall be identified as an Energy Conservation Chit so it will be classified as Energy Conservation Priority. It is imperative to keep a log of all E/S chits and work requests as this will be a measuring point for performance as an Energy Monitor. It is the responsibility of the Energy Monitor to periodically review and be thoroughly familiar with the NAS Lemoore Energy Conservation Instruction 11300.1G.

FEDERAL ENERGY CONSERVATION STANDARDS

1. Building Thermostat/Temperature Limits

   a. Heating Systems (Maximum Temperatures Allowed)

      (1) Administrative Services

         (a) 70° F. during working hours

         (b) Heating system secured during nonwork hours

      (2) Hangar/Warehouse/Shop

         (a) 55° F. during work hours

         (b) Secure system during nonwork hours

      (3) Family Quarters/BEQ/BOQ

         (a) 70° F. during daytime

         (b) 55° F. at night

   b. Air Conditioning Systems (Minimum Temperatures Allowed)

      (1) Administrative Spaces

         (a) 76° F. during work hours

         (b) Cooling system secured during nonwork hours

      (2) Hangar/Warehouse/Shop - Air Conditioning not authorized

      (3) Family Quarters/BEQ/BOQ

         (a) 76° F. during occupied time

         (b) Secure system when unit vacant

II. Building Lighting Levels

   a. Over specific work/task station - 50-foot candles

   b. Other administrative office area - 30-foot candles

   c. Halls, warehouses, nonwork areas - 10-foot candles

   d. Cafeterias/mess halls - 25-foot candles